

Treasurer – Tax Collector

OFFICE OF THE TREASURER - TAX COLLECTOR APPROPRIATION SUMMARY Fiscal Year 2016-17						
ADMINISTERED BY: TREASURER - TAX COLLECTOR						
Appropriations	FY 2014-15 Actuals	FY 2015-16 Est / Actual	FY 2016-17 Proposed Budget	FY 2016-17 Final Budget PBB % YOY % Change		
GENERAL FUND						
Billing, Collections, and Controls			\$ 1,812,988	\$ 1,811,867	36%	
Forced Collections			\$ 732,715	\$ 732,365	15%	
Business License Administration			\$ 271,611	\$ 271,443	5%	
Cash Flow			\$ 768,952	\$ 768,579	15%	
Investments			\$ 439,389	\$ 439,214	9%	
Bond Administration			\$ 302,116	\$ 352,038	7%	
Officewide / Overhead			\$ 577,075	\$ 588,662	12%	
Treasurer / Tax Collector	\$ 3,916,797	\$ 4,182,016	\$ 4,904,846	\$ 4,964,168	100%	18.7%
ENTERPRISE FUND						
Placer AB811 mPower			\$ 4,695,979	\$ 4,708,844	100%	
mPOWER* - Fund 235/100	\$ 1,166,148	\$ 3,524,624	\$ 4,695,979	\$ 4,708,844	100%	33.6%
TOTAL ALL FUNDS	\$ 5,082,945	\$ 7,706,640	\$ 9,600,825	\$ 9,673,012		25.5%

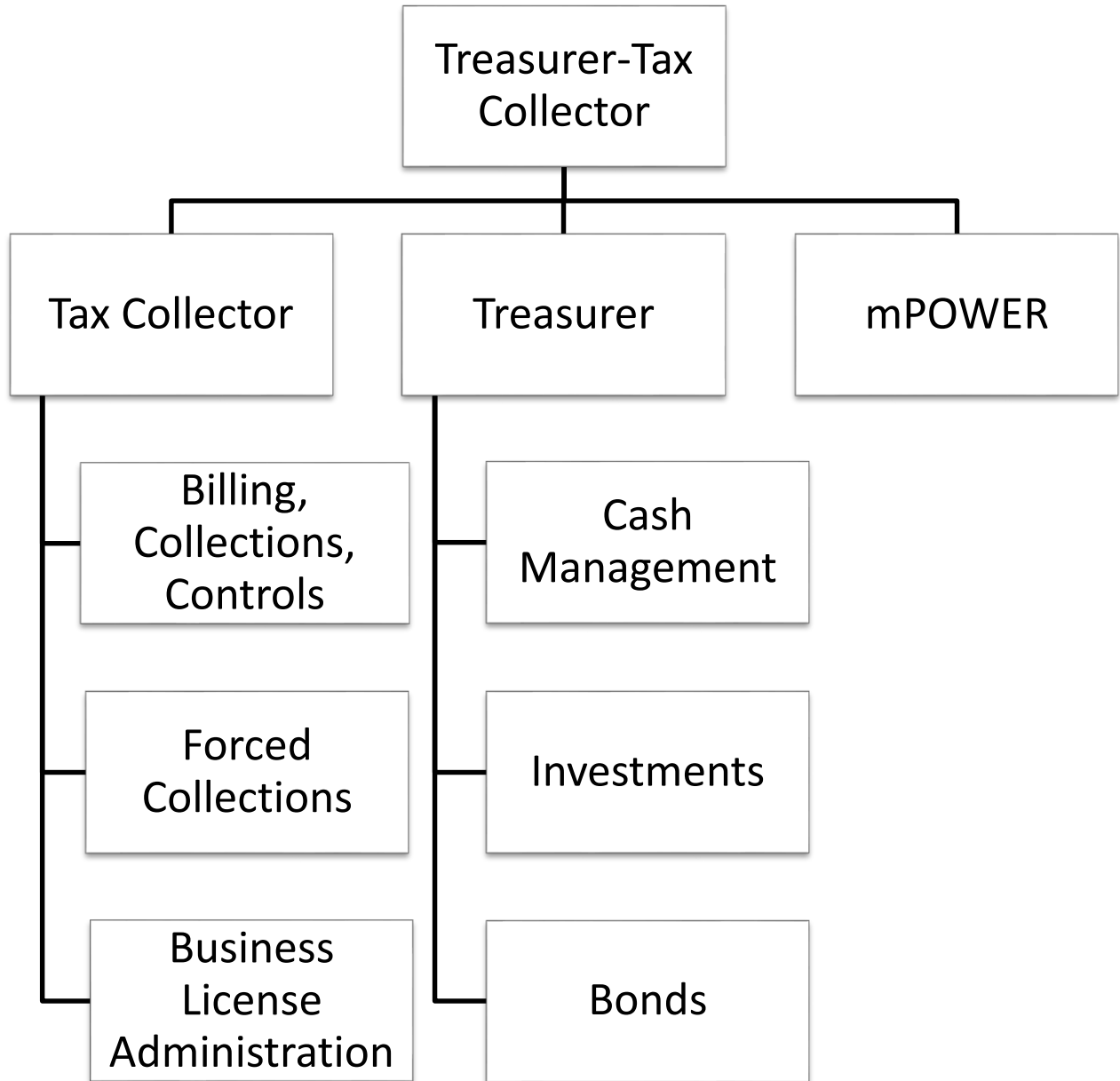
*Budget includes total operating expenses and fixed assets.

FUNDED POSITIONS					
Treasurer / Tax Collector	25	27	27	27	0%
mPOWER - Fund 235/100	7	12	14	14	17%
TOTAL FUNDED POSITIONS	32	39	41	41	5%
TOTAL ALLOCATED POSITIONS	33	39	44	44	13%

Mission Statement

To develop and maintain the highest level of public trust in the management and administration of the public's money related to the duties and services of the Treasurer-Tax Collector's Office, acting with the constant recognition that the Treasurer-Tax Collector exists to serve the public.

TREASURER-TAX COLLECTOR



10340 - TREASURER – TAX COLLECTOR

Administration and Financial System

Purpose: Provide banking, investment services, and safekeeping of all moneys belonging to the County, school districts, and certain special districts in a manner that maintains the highest level of public trust. The Treasurer also assists the County, school districts, and certain special districts with the issuance and selling of bonds, provides various debt-management and administration services, as well as other financial advisory and consulting services.

To provide for current and delinquent billing, collection, and accounting of real and personal property taxes for all local taxing agencies in the County and to provide for the issuance of business licenses and snow chain licenses in the unincorporated area of the County consistent with the highest level of responsiveness and accountability to taxpayers of Placer County.

FY 2016-17 Highlights: Workload associated with capital facilities financing and infrastructure and development financing is expected to increase. The level of increased workload could be significant and will depend on actual demand for financing. Additionally there will be increased activity associated with the development of the Community Choice Aggregation project.

Proposed Budget Major Adjustment(s):

- Increase of \$359,111 in countywide allocated costs (A87) to the Treasurer-Tax Collector.

Final Budget Major Adjustment(s):

- None.

PBB PROGRAMS – TREASURER-TAX COLLECTOR

Tax Collector -

Billing, Collections and Controls - To provide billing, collection, processing, accounting and reporting of all current property tax payments, including secured, unsecured, supplemental, and corrected tax bills. To assist taxpayers with the payment process through direct communication over the phone and at tax counter during regular business hours, as well as through electronic mediums 24/7.

Program Attributes: In FY 2014-15: Assisted over 35,000 callers; Processed over 404,000 tax payments totaling over \$807 million dollars; Processed over 3,400 refunds totaling over \$6.8 million.

Program Cost: \$1,811,867

Forced Collections - To provide for the collection of defaulted secured property taxes through tax-defaulted land sales, payment plans and defaulted unsecured taxes through liens, attachment of other assets, and other available means and the pursuit of collections through bankruptcy court in order to maintain low default levels and make ultimate collection of defaulted taxes in a manner that maximizes recovery of Teeter Plan Revenues, maintains low delinquency levels, and minimizes the number of parcels required to be offered for sale.

Program Attributes: In FY 2014-15: Monitored and intervened on approximately 90 active taxpayer bankruptcies; Managed over 725 payment plans for taxpayers.

Program Cost: \$732,365

Business License Administration - To process applications and coordinate the issuance of business licenses and snow chain permits with various state and county agencies in order to ensure business regulatory compliance and collect and account for business-license fees to offset business license administration costs.

Program Attributes: In FY 2014-15: Processed new business license applications resulting in the issuance of 1,146 new business licenses; Processed renewals for 6,335 business licenses; Processed and issued 50 snow chain installer licenses.

Program Cost: \$271,443

Treasurer – Tax Collector

Treasurer -

Cash Management - To monitor, analyze and manage cash flows and timely deposit of money into the Treasury, apportion investment earnings, and to identify funds available for investment by providing centralized banking, independent cash accounting, reporting, safekeeping, and the disbursement of moneys belonging to the County, school districts, and certain special districts in order to ensure availability and accountability of funds.

Program Attributes: In FY 2014-15: Received, balanced, and recorded over 16,803 deposit transactions totaling over \$2.076 billion; Processed and transmitted 2,332 electronic transfers through the Treasury.

Program Cost: \$768,579

Investments - To generate investment income on money on deposit in the Treasury that is not required for immediate use in a manner that ensures the preservation of capital while meeting the cash flow needs of depositors pursuant to investment policies and state laws.

Program Attributes: In FY 2014-15: Provided portfolio management and market evaluation for portfolio averaging \$1.1 billion; Provided investment analysis and technical support to process approximately 326 investment transactions; Provided investment administration and accounting support to maintain and reconcile approximately 105 investments daily.

Program Cost: \$439,214

Bonds - To provide advisory, administrative and management services related to debt and financing needs of the County, school districts and certain special districts. As a member of the County's Finance Committee and the Bond Screening Committee and Treasurer for schools and special districts, analyze financial needs, make recommendations on financial alternatives, review financial proposals and lead the debt-issuance process, including document review and sale of bonds based upon Board approval.

To provide ongoing debt administration for outstanding school, special district and county bond issues, including billing, current and delinquent collection of special assessments and community facility districts, fund accounting, bondholder payments, and responsibilities related to regulatory compliance including arbitrage compliance, continuing disclosure report preparation and distribution and other responsibilities in accordance with Internal Revenue Service, Securities and Exchange Commission and Municipal Securities Rule Making Board requirements.

Program Attributes: The Treasury provides bond administration for over 77 outstanding bond issues for the County, school districts and special districts in accordance with various state and federal regulatory requirements and Governmental Accounting Standards Board. This bond administration includes: Securities and Exchange Commission annual disclosure requirements, Internal Revenue Service annual arbitrage compliance, Municipal Securities Rule Making Board municipal advisory service requirements, GASB investment valuation and financial statement presentation requirements.

Outstanding bond issues administered by the Treasury in FY 2014-15 include:

- 64 bonds for school districts (54 General Obligation Bonds, six Community Facilities District Bonds, and four Tax Revenue Anticipation Notes).
- Six bonds for the County (two 1915 Act Bonds, one Community Facilities District Bond, one Tobacco Securitization, and two Certificates of Participation) .
- Four bonds for special districts/JPAs (one Eastern Regional Landfill Authority Landfill Closure Revenue Bond, three Tahoe Forest Hospital District General Obligation Bond).
- Two Placer County Redevelopment-Successor Agency Bonds.
- One City of Rocklin Successor Agency Revenue Bond.

Program Cost: \$352,038

Special Note: The Treasurer-Tax Collector commenced work on the Community Choice Aggregation project during the 2015-16 fiscal year.

02310 - PLACER MPOWER AB811 (ENTERPRISE FUND)

Administration and Financial System

Purpose: To provide property owners alternative financing for energy, water efficiency, and renewable power generation (such as solar) improvements to their home or business, to increase installations of these improvements thereby supporting job creation, reducing resource consumption, decreasing utility costs (increasing disposable income), and reducing greenhouse gas emissions to help meet regulatory compliance.

FY 2016-17 Highlights: Workload is expected to increase with program expansion and growth.

Proposed Budget Major Adjustment(s):

- Increase of \$447,323 in salaries and benefits costs related to the addition of an mPower Program Specialist–Senior position and two mPower Program Specialist I/II positions to support the expansion of the mPower program and meet consumer demands; the cost of the positions will be offset by additional revenue of \$2,237,656 estimated for this program.
- Increase of \$1,420,467 in bond interest expenditures.

Final Budget Major Adjustment(s):

- None.

PBB PROGRAMS – PLACER MPOWER AB811

Placer AB811 mPower -

Program Attributes: In FY 2014-15: Six commercial projects completed with a total financing amount of \$2.75 million; Accepted over 940 applications totaling over \$28.7 million and disbursed over \$21.85 million; Sold \$10 million mPOWER Bonds to regional bank.

Program Cost: \$4,708,844

Budget Unit **General Fund - 100**
Function General
Activity Treasurer/Tax Collector - 10340

Detail by Revenue Category and Expenditure Object	2014-15 Final Actuals	2015-16 Actual	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
Revenue				
Taxes				
6135 Tax Defaulted Land Sales	\$ 75,448	\$ 47,213	\$ 25,000	\$ 25,000
Total Taxes	\$ 75,448	\$ 47,213	\$ 25,000	\$ 25,000
Licenses, Permits & Franchises				
6752 Business Licenses	\$ 155,323	\$ 163,564	\$ 140,000	\$ 140,000
Total Licenses, Permits & Franchises	\$ 155,323	\$ 163,564	\$ 140,000	\$ 140,000
Fines, Forfeits & Penalties				
6863 Penalties & Costs-Delinquent Taxes	\$ 166,020	\$ 136,241	\$ 120,000	\$ 120,000
Total Fines, Forfeits & Penalties	\$ 166,020	\$ 136,241	\$ 120,000	\$ 120,000
Rev from Use of Money & Property				
6950 Interest	\$ 1,821,508	\$ (470)	\$	\$
Total Rev from Use of Money & Property	\$ 1,821,508	\$ (470)	\$	\$
Charges for Services				
8095 SB2557-Tax Admin Fee-Districts	\$ 282,594	\$ 304,634	\$ 304,000	\$ 304,000
8096 SB2557-Tax Admin Fee-Cities	160,102	167,898	167,500	167,500
8100 Assessment/Tax Collection Fees	22,374	19,611	25,000	25,000
8101 Supplemental PropTxs - 5% Admin Fee	87,637	94,298	40,000	40,000
8116 NSF & Misc Fees	159,836	163,072	140,000	140,000
8194 Investment Services	1,565,358	1,579,019	1,447,162	1,447,162
8212 Other General Reimbursement	8,181	668	1,000	1,000
8218 Forms and Photocopies	5,839	7,838	6,000	6,000
8269 Planning - At Cost Projects Fees		460		
8527 Transfer In A-87 Costs	42,937	114,920	114,920	
Total Charges for Services	\$ 2,334,858	\$ 2,452,418	\$ 2,245,582	\$ 2,130,662
Miscellaneous Revenues				
8764 Miscellaneous Revenues	\$ 24,619	\$ 2,621	\$	\$
8766 Cash Overage	2,758	1,942	2,500	2,500
Total Miscellaneous Revenues	\$ 27,377	\$ 4,563	\$ 2,500	\$ 2,500
Total Revenue	\$ 4,580,534	\$ 2,803,529	\$ 2,533,082	\$ 2,418,162
Expenditures / Appropriations				
Salaries & Benefits				
1001 Employee Paid Sick Leave	\$	\$ 103,464	\$	\$
1002 Salaries and Wages	1,800,733	1,946,099	2,170,132	2,170,132
1003 Extra Help	5,784	3,488	15,500	15,500
1005 Overtime & Call Back	5,668	5,889	8,000	8,000
1006 Sick Leave Payoff	2,000			
1010 Cafeteria Plans (Non-PERS)	65,989	69,896	80,805	80,805
1011 Salary Savings			(67,035)	(67,035)
1099 Salaries & Wages Undistributed		4		
1300 P.E.R.S.	457,471	516,558	610,049	610,049
1301 F.I.C.A.	130,369	141,484	172,600	172,600
1303 Other Postemployment Benefits (OPEB)	91,656	132,888	145,529	145,529
1304 Other Postemployment Charges (Up Front)	111,720			
1310 Employee Group Ins	262,390	286,710	341,744	339,479
1315 Workers Comp Insurance	4,162	5,979	5,504	5,504
1320 Retired Employee Grp Ins	129,111	132,171	138,560	141,891
1325 401 (k) Employer Match	4,372	4,240	6,000	6,000
Total Salaries & Benefits	\$ 3,071,425	\$ 3,348,870	\$ 3,627,388	\$ 3,628,454
Services & Supplies				
2051 Communication Services - Telephone	\$ 49,480	\$ 47,976	\$ 52,500	\$ 52,500
2052 Communication Services - Mobile Devices	2,553	1,491	2,000	2,000
2130 Insurance		1,588		
2140 Gen Liability Ins	3,028	5,286	7,184	6,339
2290 Maintenance - Equipment	22,092	6,739	9,500	9,500
2292 Maintenance - Software	30,682	40,778	25,000	25,000
2310 Employee Benefits Systems		34,987	35,186	43,706
2404 Maintenance Services			28,760	28,760
2406 Maintenance - Janitorial			21,736	21,736
2415 Campus Services-PCGC	12,011	15,710	17,433	17,433

Budget Unit **General Fund - 100**
Function General
Activity Treasurer/Tax Collector - 10340

Detail by Revenue Category and Expenditure Object	2014-15 Final Actuals	2015-16 Actual	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
2439 Membership/Dues	3,270	3,325	4,100	4,100
2461 Dept Cash Shortage	2,468	2,059	4,000	4,000
2481 PC Acquisition	3,693	503		
2511 Printing	34,314	33,265	55,350	55,350
2522 Other Supplies	6,352	22,976	9,000	9,000
2523 Office Supplies & Exp	34,513	33,054	42,000	42,000
2524 Postage	112,715	118,664	158,130	158,130
2555 Prof/Spec Svcs - Purchased	45,752	42,190	40,885	90,885
2556 Prof/Spec Svcs - County	2,795	2,641	2,797	2,797
2568 MIS - Services		107,058	115,382	115,382
2570 Media / Video Services	90	68	150	150
2701 Publications & Legal Notices	55,361	41,928	65,900	65,900
2709 Countywide System Charges	44,086	18,927	54,649	54,649
2838 Special Dept Expense-1099 Reportable	57,255	58,909	62,180	62,180
2839 Recording Fees	125	55		
2840 Special Dept Expense	95,480	82,694	150,300	150,300
2844 Training	1,171	501	2,025	2,025
2860 Library Materials	516	516	585	585
2931 Travel & Transportation	3,156	4,662	3,500	3,500
2932 Mileage	508	1,475	2,000	2,000
2933 Lodging	3,521	6,518	5,700	5,700
2941 County Vehicle Mileage	657	1,147	800	800
2964 Meals/Food Purchases	749	752	1,200	1,200
2965 Utilities			39,520	39,520
3542 PCTPA Admin Costs	1,815		1,815	1,815
Total Services & Supplies	\$ 630,208	\$ 738,442	\$ 1,021,267	\$ 1,078,942
Other Charges				
3551 Transfer Out A-87 Costs	\$	\$	\$ 244,191	\$ 244,772
Total Other Charges	\$	\$	\$ 244,191	\$ 244,772
Intrafund Transfers Out				
5310 I/T-OUT Employee Benefit Systems	\$ 24,357	\$	\$	\$
5404 I/T-OUT Maintenance - Services	46,284	31,811		
5406 I/T-OUT Maintenance - Janitorial		20,312		
5552 I/T-OUT MIS Services	104,256			
5555 I/T-OUT Prof/Special Services-Purchased	3,861	5,662	6,500	6,500
5556 I/T-OUT Professional Services	6,576	5,150	5,500	5,500
5965 I/T-OUT Utilities	29,830	31,769		
Total Intrafund Transfers Out	\$ 215,164	\$ 94,704	\$ 12,000	\$ 12,000
Total Expenditures / Appropriations	\$ 3,916,797	\$ 4,182,016	\$ 4,904,846	\$ 4,964,168
Net Cost	\$ (663,737)	\$ 1,378,487	\$ 2,371,764	\$ 2,546,006

County of Placer
Operation of Enterprise Fund
Fiscal Year 2016-17

Fund	Placer mPower Fund - 235
Subfund	Administrative Expense Fund - mPower - 100
Activity	Placer mPower AB811 - 2310

Operating Detail	2014-15 Actual	2015-16 Actual	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
6970 Investment Income	1,250,732		830,000	914,270
8100 Assessment/Tax Collection Fees	8,700	22,013	32,025	32,025
8103 mPower Assessment Fees	26,079	(25,417)		
8105 Direct Charges	94,976	1,413,284	3,223,849	3,223,849
8142 Recording Fees	44,277	49,590	62,700	62,700
8790 Program Income	285,528	909,108	475,000	475,000
Total Operating Revenues	\$ 1,710,292	\$ 2,368,578	\$ 4,623,574	\$ 4,707,844
Operating Expenses				
1001 Employee Paid Sick Leave		14,166		
1002 Salaries and Wages	257,041	518,471	870,626	870,626
1003 Extra Help	85,881	62,241		
1004 Accr Compensated Leave		51,199		
1005 Overtime & Call Back	6,347	10,744	13,000	13,000
1010 Cafeteria Plans (Non-PERS)	14,707	26,845	43,575	43,575
1018 Taxable Meal Reimbursements	15			
1099 Salaries & Wages Undistributed		(4)		
1300 P.E.R.S.	58,855	121,449	212,694	212,694
1301 F.I.C.A.	27,929	46,626	68,169	68,169
1303 Other Postemployment Benefits (OPEB)	16,349	41,769	75,460	75,460
1308 PERS Pension Expense	(254)	(16,731)		
1309 OPEB Expense	(195,436)	(34,383)		
1310 Employee Group Ins	20,411	56,727	135,175	135,175
1315 Workers Comp Insurance	2,000	835	1,149	1,149
1325 401 (k) Employer Match	159	1,241	1,500	1,500
2051 Communication Services - Telephone	7,421	9,155	8,580	8,580
2052 Communication Services - Mobile Devices		736	780	780
2140 Gen Liability Ins		669	1,561	1,377
2310 Employee Benefits Systems		9,689	19,000	30,311
2404 Maintenance Services	8,076	80		
2439 Membership/Dues	1,965	2,324	11,000	11,000
2481 PC Acquisition	565	2,786	3,600	3,600
2508 Collection Charges	7,919	26,810	32,025	32,025
2511 Printing	14,255	18,096	30,000	30,000
2522 Other Supplies	3,102	1,243		
2523 Office Supplies & Exp	12,865	13,780	15,000	15,000
2524 Postage	273	5,798	500	500
2555 Prof/Spec Svcs - Purchased	282,151	510,572	397,000	397,000
2556 Prof/Spec Svcs - County	179,070	47,735	224,343	224,343
2568 MIS - Services		44,899	52,622	52,622
2701 Publications & Legal Notices	6,046	2,249	50,000	50,000
2709 Countywide System Charges	4,090	7,521	19,835	19,835
2710 Rents & Leases - Equipment	104			
2840 Special Dept Expense	641	3,682	2,000	2,000
2844 Training	80	1,494	5,000	5,000
2860 Library Materials	115			
2931 Travel & Transportation	3,296	5,879	5,000	5,000
2932 Mileage	733	1,135	1,000	1,000
2933 Lodging	156	296		
2941 County Vehicle Mileage	1,794	2,747	5,000	5,000
2964 Meals/Food Purchases	127	533	500	500
3706 Intangible Assets Depreciation	13,659	13,659		
3826 Bond Interest	250,771		2,278,502	2,278,502
Total Operating Expenses	\$ 1,093,278	\$ 1,634,762	\$ 4,584,196	\$ 4,595,323
Operating Income (Loss)	\$ 617,014	\$ 733,816	\$ 39,378	\$ 112,521
Non-Operating Revenue (Expenses)				
3551 Transfer Out A-87 Costs	(4,171)	(25,860)	(93,783)	(95,521)
3826 Bond Interest		(1,895,218)		
3838 Interest on Other L/T Debt	(16,100)	(5,657)	(18,000)	(18,000)
3851 Interest		36,873		

County of Placer
Operation of Enterprise Fund
Fiscal Year 2016-17

Fund	Placer mPower Fund - 235
Subfund	Administrative Expense Fund - mPower - 100
Activity	Placer mPower AB811 - 2310

Operating Detail	2014-15 Actual	2015-16 Actual	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
6950 Interest	11,575	23,621	1,000	1,000
6970 Investment Income		971,329		
Total Non-Operating Revenue (Expenses)	\$ (8,696)	\$ (894,912)	\$ (110,783)	\$ (112,521)
Income Before Capital Contributions and Transfers	\$ 608,318	\$ (161,096)	\$ (71,405)	\$
3775 Operating Transfer Out	(52,599)			
8954 Operating Transfers In	52,599			
Change in Net Assets	\$ 608,318	\$ (161,096)	\$ (71,405)	\$
Net Assets - Beginning Balance	(1,453,712)	(864,869)	(1,049,868)	(1,049,868)
Net Assets - Ending Balance	\$ (864,869)	\$ (1,049,868)	\$ (1,121,273)	\$ (1,049,868)

Memo: